United States Agency for International Development
USAID/Afghanistan, Kabul

Date: 05/06/2004
VAC NO: USAID/04/002

USAID is announcing a vacancy for the following position

System Analyst (Executive Office)

This Afghani national employee will provide technical assistance for all USAID/Afghanistan computer operations including desktop operations, Internet and Intranet access, e-mailing operations, equipment maintenance and repair, hardware and software equipment procurement. The major component of the position includes: a) Function as an internal consultant between the Data Management Center and the respective SO teams in analyzing their use of ADP, b) training of Mission staff on various software applications, c) develop and maintain computer applications using the approved platform.

BASIC FUNCTION OF THE POSITION:

The system's Analyst reports directly to the USAID/Afghanistan System Manager. USAID/Afghanistan, the incumbent will:

1. Internal Consulting Duties

Respond to the immediate needs of Mission Personnel for technical assistance in using approved software and hardware. Recommend or initiate changes to improve quality, quantity on operational effectiveness of systems. Develop users' procedures manuals for reference by operators and systems users, and revise as necessary. Provide substantive input and consultation for professional advice and expert opinion to management on the utilization of existing hardware & software, needed improvements and availability and desirability of new equipment and software. Design and coordinate LAN infrastructure installation on remote offices. Administer and provide support for remote offices. Prepare & administer Remote Access Dial-up/Virtual Private Network workstation & server. Design and present training programs for using software consistent with the needs of the Mission. Evaluate data processing needs and recommend appropriate software and hardware. Prepare and evaluate computer test examinations for mission recruitment process upon request from Human Resources Office. Design and prepare mission standard forms, sophisticated graphic applications for use in Mission documents. Assist users in preparing documents in final form that use sophisticated desktop publishing and graphic features. Configure and Operate special equipment such as- hub, switch, modem, scanners, color printers, etc. as needed. Administer Local Area Networks (LANs) to help ensure optimal performance, system security and proper application of approved procedures. Serve as backup to system administrator whenever the designated system administrator is absent.

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2. Programming Responsibilities

Maintain and upgrade existing systems within the Mission to reflect changing needs of users and changes in technology. Evaluate off-the-shelf software packages for appropriateness in terms of the needs of the Mission and cost effectiveness of use. Administer, maintain and provide support on off-the-shelf critical database applications such as: ProDoc, Cashier System, BarScan Inventory System, TraiNet, SF-224 accounting reporting system & AETA (American Employees Time Attendance).Supervise and coordinate with consultants who may be engaged to program specific packages for the Mission. Work with team members to establish and maintain LAN configurations, including system backup, security access and system efficiency. Design and implement major packages as needed to improve the efficiency of Mission administration.

3. Training Responsibilities

Design and present appropriate training materials for authorized software for various levels of expertise. Recommend individuals for training as appropriate. Evaluate and approve training request on behalf of training committee.

4. ADMINISTRATIVE RESPONSIBILITIES

Maintain records of Mission hardware and software procurements. Identify data backup requirements for the Mission and perform backups of identified critical systems on a regular basis. Regularly inspect and maintain Mission hardware as necessary. Coordinate Mission ADP equipment repair. Act as liaison to the Information Management Center and State Department (Embassy) in matters relating to Mission's use of Information systems. Prepare and/or supplement documentation of all Mission software and ADP procedures .

5. Perform other activities as assigned.

DESIRED QUALIFICATIONS:

Education: Bachelor Degree in computer science or equivalent is required
Work Experience: Minimum of five years computer related work experience. Prior work experience should include programming responsibility, data communication and use of computers as a problem-solving tool.
Language Proficiency: Fluency in English is an absolute requirement as all software documentation is in English. Each analyst must be able to communicate fluently with US personnel when performing as an internal consultant.
Skills and Abilities: Excellent interpersonal "customer Service" skills and effective communication, both verbal and written are essential. Advanced skills in using spreadsheet, database and word processing software are a pre- requisite for the position. Ability to clearly explain and present technical information both orally and in writing to both FSN and US personnel is also required. Knowledge of professional publishing skills such as design, layout, proofreading and printing is desirable.

Salary Range:	**FSN-9/10 (Enter Level FSN-9)**
Probationary Period:	**One year (promotion will be awarded to FSN-10 after completion of successful probationary period)**

THESE ARE LOCAL HIRE POSITIONS

Applications must be in English. Deadline for submitting applications is 05/22/2004. Applications should be sent electronically, attention to Sameer Lodeen slodeen@usaid.gov or Kamal Paudel kpaudel@usaid.gov and should be submited by the closing date 05/22/2004. Curriculum Vitae, together with a covering letter which includes a job title and should specify skills and educational background. **Female are encouraged to apply.**

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